



# Periodic Assessment Guide

## Contact Information

All staff members are responsible for reading and understanding this guide, which contains the procedures and verbal instructions for administering the tests. If you or your faculty or staff have any questions about the tests, call ACT Aspire Customer Service at 888.802.7502, 6:00 a.m.–7:30 p.m. (central time), Monday through Friday, or email [ACTAspire\\_Implementation@ACTAspire.org](mailto:ACTAspire_Implementation@ACTAspire.org).

## Reference List of Websites

[actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com) (ACT Aspire support materials)

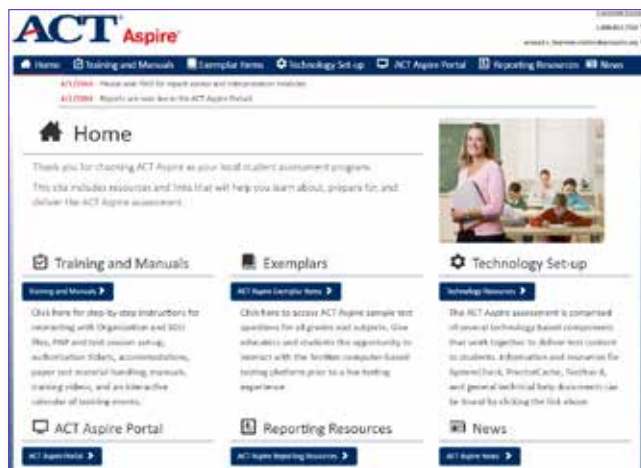
[actaspire.tms.pearson.com](http://actaspire.tms.pearson.com) (ACT Aspire training videos)

[actstudent.org/faq/calculator.html](http://actstudent.org/faq/calculator.html) (ACT Aspire calculator policy)

[tn.actaspire.org](http://tn.actaspire.org) (TestNav)

[www.actaspire.org](http://www.actaspire.org) (ACT Aspire Portal)

[actaspire.pearson.com](http://actaspire.pearson.com) (ACT Aspire Landing Page)



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# Overview

This guide contains the instructions for administering the ACT Aspire® Interim Grades 3–Early High School (Grades 9–10) and Classroom Grades 3–8 subject tests in English, mathematics, reading, and science. Interim testing includes four test administrations in each content area with approximately 25 multiple-choice questions. Classroom testing consists of 10 tests in each content area with five multiple-choice questions. The Interim assessment measures the same set of skills with the purpose of showing growth over the course of an academic year. The Classroom assessments measure 2–3 Common Core State Standards or ACT Readiness Benchmarks, and are designed to be used instructionally to enhance student learning.

This guide refers to a test coordinator and a room supervisor. The test coordinator is the main ACT Aspire contact at your school and the person who makes arrangements for the test administration. The room supervisor is responsible for the secure administration of the tests to the students according to the procedures described in this guide. It is important that all staff members become familiar with the procedures and instructions in this manual in advance of the test day to ensure that the tests are administered in a standard manner. This *Periodic Assessment Guide* is for students using the online Interim or Classroom testing format.

In addition to this manual, all training and test administration resources are available online on the websites associated with ACT Aspire: [actaspire.tms.pearson.com](http://actaspire.tms.pearson.com) houses training videos, and [actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com) contains links to all other training materials.

# Policies and Procedures

This guide provides direction in administering ACT Aspire Periodic Assessment tests. It is important to follow these guidelines to successfully measure students' academic skills.

## Test Security

ACT Aspire materials are copyrighted by ACT or its licensors and cannot be duplicated, copied, resold, or redistributed for commercial or other use. ACT Aspire tests must be administered by school or district personnel. Arkansas requires all personnel who administer the periodic assessment to read and sign the periodic assessment security agreement.

## Equal Treatment

All staff members are required to administer and supervise ACT Aspire in a nondiscriminatory manner and in accordance with all applicable laws, including the Americans with Disabilities Act.

## Fair Testing Practices

ACT and its affiliates endorse the *Code of Fair Testing Practices in Education* and the *Code of Professional Responsibilities in Educational Measurement*, guides to the conduct of those involved in educational testing. ACT and its affiliates are committed to ensuring that all their testing programs uphold the guidelines in each *Code*.

## ACT Aspire Data Use

Student scores and other information provided to ACT through the online testing platform are governed by the ACT Aspire data use policy.

# Guidelines for Administering the Test

## Use of Calculators on ACT Aspire

Students in grades 3–5 are **not** permitted to use calculators on the Interim Mathematics tests. Calculators are allowed on all levels of the Classroom Mathematics test.

Students in grade 6 and above are allowed, but not required, to use an approved calculator on Interim Mathematics tests. However, all problems can be solved without a calculator.

The TestNav 8 testing platform includes a calculator tool for all Mathematics tests except Interim assessments for grades 3–5. Your school may also provide calculators or each student may bring his or her calculator to the test. If students bring their own calculator, they are responsible for making sure it works properly.

## Scratch Paper

Each student should be given one sheet of scratch paper for use at the start of each testing session. Students may request and receive additional blank sheets for scratch paper during testing. Students are allowed to use pencils or pens with the scratch paper.

## Test Format

All subject tests are composed of selected-response (multiple-choice) questions. The number of questions varies according to whether the Interim or Classroom assessment is selected.

The number of subject tests your students will take will vary according to what your school/district committed to administer. Students may take up to four subject tests.

If two or more tests will be administered in a single sitting, you will need to take administrative time of 5–10 minutes between each test to collect materials for the test just completed and to distribute materials and go over instructions for the next test. In scheduling multiple tests or the whole battery, keep in mind the administrative time for each test. A single subject test should be completed within one session. Students should not be allowed to have access to test materials between testing sessions.

The estimated timing of each subject test varies by whether the Interim or Classroom version is being administered: approximately **45 minutes** for each Interim subject test, and **15–20 minutes** for each Classroom subject test. These times are provided as a guideline for planning purposes. A timer is not used in any Interim or Classroom test session.

## Instructions to Students Prior to Test Day

It is up to your school administration and faculty to determine what to tell students prior to testing. You may want to inform students that, on the designated date, they will be taking a test to measure what they know about a certain subject.

## Sample Test Questions

Selected-response exemplar test items for online testing can be found in the (E) “Exemplar Items” section of the Avocet website ([actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com)).

## Selecting and Training Testing Staff

It is the responsibility of the test coordinator to select and train all room supervisors and other testing staff.

### Room Supervisors

Typically, teachers will administer the tests to students during regular class periods.

The test coordinator should be sure that everyone involved in test administration has a copy of this guide and is familiar with its contents, has been trained, and has signed the Periodic assessment security agreement. A room supervisor is needed in each testing room to read directions and monitor students.

Before the test day, all testing personnel should read all of the testing instructions carefully, particularly the verbal instructions, which will be read aloud to students on the test day. It is important that testing personnel be familiar with these instructions.

### Room Supervisor Qualifications

The ACT Aspire test coordinator should confirm that the room supervisor(s) meet all of the following criteria. Each room supervisor should be

- proficient in English
- experienced in testing and classroom management
- a staff member of the institution or district where the test administration will take place and has signed the Periodic assessment security agreement

To protect both students and the room supervisor from questions of possible conflict of interest, the following conditions should also be met. The room supervisor should

- not be a relative or guardian of a student in the assigned room
- not be a private consultant or individual tutor whose fees are paid by a student or student’s family

## Room Supervisor Responsibilities

Specific responsibilities are:

- Read and thoroughly understand the policies, procedures, and instructions in this guide and other training materials provided.
- Supervise a test room.
- Start a test session.
- Help students sign in to the online testing system.
- Read test instructions.
- Walk around the testing room during testing to be sure students are working on the correct test and to observe student behavior.
- Monitor the online testing system as needed.
- Pay careful attention to monitoring students' behavior during the entire testing session.
- Collect and account for all authorization tickets and scratch paper before dismissing students.
- Ensure students have stopped testing and have correctly signed out of the online testing system.
- Complete documentation of any irregularities.

## Staff Training Sessions

The test coordinator must conduct a training session prior to testing for all testing staff to discuss the testing guidelines and organizational details of testing your students, including:

1. Security and Materials
  - A. Describe how to use the online testing system—see the ACT Aspire *Portal User Guide* posted at [actaspire.avocet.pearson.com](https://actaspire.avocet.pearson.com) for step-by-step instructions.
  - B. Emphasize that room supervisors must collect used and unused scratch paper and login credentials after testing.
  - C. Emphasize that staff members should never leave a test room unattended.
  - D. Emphasize that test sessions must be started in the Portal before students can sign in to the test.
2. Activities Before the Test
  - A. Determine which set of verbal instructions room supervisors are to follow. Room supervisors should clearly mark those instructions in their manuals.
3. Test Day
  - A. Discuss when and where staff members are to report on the test day.
  - B. Determine how to handle late arrivals.
  - C. Stress that verbal instructions for the tests must be read verbatim.
  - D. Stress that login credentials should not be distributed prior to admitting students.
  - F. Emphasize that staff members should not read (other than this guide), correct papers, or do anything not related to administering the test. Their attention should be focused on the students.

- G. Note that during the test, staff members should walk quietly around the room, be available to respond to students' questions, assist in the case of illness, and check that students are working on the correct test. Staff should also ensure students have signed in to the correct test and assist them with technical or system navigation issues.
  - H. Discuss procedures for a student leaving during the test to go to the bathroom.
  - I. Discuss what actions to take in the case of a group irregularity (e.g., a power outage) or an emergency.
  - J. Discuss potential individual irregularities and actions to take.
4. After the Test
- A. Emphasize that room supervisors must collect all used and unused scratch paper and login credentials and return them to the test coordinator.
  - B. Emphasize that all test sessions must be closed in the Portal after testing has completed.

## Bathroom Breaks

Students may be allowed to go to the bathroom during the tests. Refer to your local administration guidelines for how bathroom breaks should be handled in terms of the testing time students are given.

## Electronic Devices

Students are not allowed to have cell phones or any electronic communication devices on their person. A warning to students to NOT set watch or cell phone alarms is included in the verbal instructions. Please do not set beeper alarms on your own watch or cell phone, as this can also distract students.

## Student Questions During Testing

Specific instructions about guessing are included in the verbal instructions for each test. If students ask you about guessing, refer them to these instructions or repeat the appropriate section for the student. Do not comment on or add to the printed directions in any way. You can answer questions about the general test instructions before testing starts. (See the step in the "Verbal Instructions" section that asks students if they have any questions.)

## Questions about Items

Do not answer questions regarding individual test items. You may respond to such questions by providing the appropriate administration directions or suggestions like "Do the best you can."

If students note typographical errors or ambiguities in particular test items, instruct them to do the best that they can and then include an explanation of their questions or comments using the irregularity reporting tool in the ACT Aspire Portal.

## Prohibited Behavior

In the *Room Supervisor Manual* it lists prohibited behavior. The capturing of images of copyrighted test items by students or room supervisors to share with other individuals or to retain outside of the testing environment is considered prohibited behavior on the ACT Aspire Periodic assessments.

If you SUSPECT a student is engaged in this activity, discreetly warn the student that the activity is prohibited, direct the student to resume testing, and continue to observe the student closely. If you suspect a staff member is engaged in this behavior, report this immediately to your test coordinator. Arkansas reports irregularities and suspensions directly to the Arkansas Department of Education.

## Reporting Irregularities in Test Administration

The irregularity reporting tool in the ACT Aspire Portal is intended for use primarily by school personnel to record any technology issues that may affect student scores or the analysis of ACT Aspire results. Instructions for using this tool can be found in the related section of the ACT Aspire *Portal User Guide* (available at [actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com)). Testing personnel should use the tool to report any of the following irregularities occurring within the room:

- A student has a technical issue that interrupts testing.

For any instances where students can resume testing after illness, a technical issue, or a general disturbance, follow the instructions about how to resume their test session in the ACT Aspire *Portal User Guide* and the “Reporting Irregularities” section of the Avocet website.

See [actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com) for the latest update of irregularity categories and codes used in the ACT Aspire Portal.

The **Technical** category pertains to the performance of online testing and includes system failure, slowness, or freezing; difficulties launching the test or with students using the testing platform; and other system issues like problems with using a keyboard, mouse, monitor, or other related hardware.

If you have questions about how to categorize a particular irregularity, call ACT Aspire Customer Service at 888.802.7502.

Also notify your test coordinator of any irregularities after testing.

## Accessibility and Accommodations for ACT Aspire Periodic Assessments

ACT Aspire strives to provide equal access to *all* students, recognizing that some students need technological and other forms of support to be able to test fairly and to the best of their abilities. The need for accessibility is universal. Different levels of available support are described below:

“Default Embedded System Supports” are those accessibility features that are made available as needed to all students for the online version of ACT Aspire.

“Open Access” tools are also available to all students, but they must be identified in advance in the ACT Aspire Online Portal and selected from the pull-down menu inside the test to be activated or they must be planned in advance and provided locally. This will allow any needed resources to be made active for the student without providing so many tools that a student is overwhelmed. These tools help to personalize the testing experience for either format of ACT Aspire.

One new electronic device that is permissible as an Accommodation Tool is an Electronic Spell Checker. This device and the specifications for which devices like this can be used are described in the *Accessibility User Guide* under the “Accommodations Administration Procedures” section. Any student who uses this kind of device must follow the procedures outlined there and must have this support identified and selected in their PNP.

“Accommodations” are considered high-level supports that are needed by relatively few students and *require* special expertise, experience, and security protocols to select and use effectively. The system requires accommodation-level tools to be *requested in advance by educational personnel* on behalf of the student through the online ACT Aspire Personal Needs Profile (PNP) process. This will allow any needed resources to be made active for the student.

Unlike the lower-level tools, however, it is recommended that use of all accommodation-level accessibility supports (whether provided locally or by the testing system) be chosen by the appropriate education team (as defined by the responsible authority) to meet individual student needs, and then planned, practiced, and documented *before* the test. The responsible educational authority (not ACT Aspire) will determine any qualifying procedure or formal documentation required within that agency to request and receive accommodation-level support during ACT Aspire testing. The only requirement ACT Aspire has is that the request to use accommodation-level supports be made through the online process before testing.

Administration of ACT Aspire with accommodation-level supports is entirely at the discretion of school personnel. *Any* student, regardless of disability status, *may* use an accommodation. However, ACT Aspire *recommends* that students who use accommodation-level supports have a formally documented need as well as relevant knowledge and familiarity with these tools to qualify.

The selection and use of accommodation-level tools require special expertise and resources. To be effective for an individual student, they must be carefully chosen. Accommodations must be set up through the online ACT Aspire Portal. Any other formal qualifying procedure that is required by the responsible educational authority must be completed prior to completing the PNP set up.

See the ACT Aspire *Accessibility User’s Guide*, located at [actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com), for further information on the types of accessibility tools and accommodations available and how to administer and record them.

# Test Administration Procedures

## Preparing for ACT Aspire Periodic Assessments

To prepare *your school* for ACT Aspire online testing, you will need to do the following:

- Make sure your equipment and network meet the minimum technical requirements. Schools should conduct a “system readiness” check for all computers that will be used for ACT Aspire testing. Visit [actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com) for further information about the online system readiness tool that will be used.
- Consider the room and seating arrangements guidelines in the “Online Testing Guidelines” section on page 10.
- Train staff on the use of the ACT Aspire Portal and TestNav 8 (the online testing system).

To prepare *your students* for online testing, refer them to the Student Sandbox (See the “Sample Test Questions” section on page 4).

## Technical Requirements

Desktop and laptop computers used for online testing must meet the minimum system hardware and software requirements. If you have any questions about acceptable computers to be used for ACT Aspire, please refer to the Technical Readiness Manual found on Avocet or email [ACTAspire\\_Implementation@ACTAspire.org](mailto:ACTAspire_Implementation@ACTAspire.org). Updates to the latest hardware and software requirements can be found at [actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com).

## The ACT Aspire Portal and TestNav 8

Your school testing staff will need to use the online testing system to enable student testing. Step-by-step instructions on using the system can be found in the *ACT Aspire Portal User Guide*, posted at [actaspire.avocet.pearson.com](http://actaspire.avocet.pearson.com).

You will use the following online components of the online testing system:

- ACT Aspire Portal: This is where you will perform your administrative and proctoring tasks.
- TestNav 8: This is where students will sign in to take tests.

You may want to add both the ACT Aspire Portal and the TestNav websites to your browser favorites for easy access by staff.

The following tasks—listed here in approximate chronological order—are examples of what will be described in detail in the ACT Aspire *Portal User Guide*:

- Assign a room supervisor and activate a test using the ACT Aspire Portal.
- Edit a test session using the ACT Aspire Portal.
- Generate test authorizations tickets for students using the ACT Aspire Portal.
- Start a test session using the ACT Aspire Portal.
- Have students sign in and test using TestNav 8.
- Monitor a test session using the ACT Aspire Portal.
- Resume a test using the ACT Aspire Portal.
- Close a test session using the ACT Aspire Portal.
- Submit a test on behalf of a student using TestNav 8.
- Record technology irregularities using the ACT Aspire Portal.

## Materials Provided by Your School

Your school will need to provide the following items to students taking the online subject tests:

- Pencils and pens—Students are allowed to use pencils or pens to mark on their scratch paper. You may instruct students ahead of time to bring pencils or pens, but it is generally advisable to provide a supply in each testing room. A pencil sharpener should also be available in each room.
- Scratch paper—Scratch paper must be made available to students. Scratch paper must be collected after testing.

## Desirable Testing Conditions

You may test all students in a given grade and subject at the same time if facilities and schedules permit. To minimize distractions during testing, all students in a room must take the same subject test.

Rooms used for testing should offer ample seating, good lighting, comfortable temperatures, a quiet atmosphere, and freedom from distraction. Adhering to the following guidelines will help minimize the possibility that students will look at each other's work.

## Online Testing Guidelines

Because of the nature of online testing and typical computer lab arrangements, the following guidelines are recommended:

- If computers can be moved, arrange them in such a way that students will not be able to see another student's work (computer screen or scratch paper).
- If computers cannot be moved, take steps to seat students in such a way that they cannot see another student's work. U-shaped seating arrangements are acceptable if they meet this guideline.
- If available, place privacy guards on the sides of computer monitors to provide additional privacy.

- TestNav 8 should be the only application running on the computer during testing. If a student has exited the test, do not restart or resume the test for the student. Please refer to your local policy before voiding a test.
- Testing staff should circulate around the room regularly. This will discourage students from any prohibited behaviors.

Before students are admitted to the test room, the following setup activities should be completed. Instructions for completing these tasks and the successful starting and running of test sessions will be provided by your test coordinator and are also available in the ACT Aspire *Portal User Guide*.

- Ahead of the test day, print the student authorization tickets for each subject test to be administered. If the authorization tickets are printed out at one time for all students, ensure with your test coordinator that you receive only the tickets for your students and sessions. See the related task about printing authorization tickets in the ACT Aspire *Portal User Guide*. Keep these tickets secure at all times and do not distribute them to students until testing.
- All computers to be used for testing should be turned on and the TestNav 8 url or TestNav app should be launched so that the student sign-in screen is visible.
- Once students have been admitted to the room and seated and the test session has been started in the Portal, securely distribute the student authorization tickets for each subject test to be administered (see the related task in the ACT Aspire *Portal User Guide*).

**The test session MUST be started in the Portal before students are able to sign in to TestNav to start testing.**

If any students are testing with accommodations, it must be set up in the student PNP prior to adding the student to a test session.

Students should not have access to their login credentials before testing. No one except the students should have access to the contents of the tests.

All students in a room should take the same subject and grade tests.

# Verbal Instructions

**Study these instructions before the test day.** Interim testing has different verbal instructions than Classroom testing; in addition, each grade level and subject test has its own verbal instructions. When testing, follow the instructions for the test being administered in your room. It may be helpful to mark or highlight the appropriate set of instructions beforehand.



**Turn to the grade-specific instructions that apply to the test you are administering.**

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# Interim Test Directions

## English Grades 3–7

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen and scratch paper, greet the students and say:**

You are about to take an English test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks questions about writing in English. These questions are based on short passages.

- Read each passage before you answer the questions.
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

The diagram is enclosed in a light pink rectangular border. At the top left, the word "English" is written in pink. Below it, three horizontal lines are drawn, each with a label underneath. The first line is labeled "START", the second line is labeled "5 minutes remaining", and the third line is labeled "STOP".

English

START      5 minutes remaining      STOP

When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## English Grade 8 and Early High School (Grades 9–10)

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take an English test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name and grade should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

Directions:

This test asks questions about writing in English. These questions are based on short passages.

- Read each passage before you answer the questions.
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- Some questions refer to highlighted text. You will be given alternatives for the highlighted text. In most cases, choose the best alternative. If you think the highlighted text is best, choose "NO CHANGE."
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

You should try to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

English

START	5 minutes remaining	STOP
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When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Mathematics Grades 3–5

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take a mathematics test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks questions about mathematics.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- You may use scratch paper to do calculations, drawings, and other work. Scratch paper will NOT be scored.
- You are NOT allowed to use a calculator on this test.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Mathematics

START	5 minutes remaining	STOP
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When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Mathematics Grades 6–7

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take a mathematics test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks questions about mathematics.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- You may use scratch paper to do calculations, drawings, and other work. Scratch paper will not be scored.
- You are allowed to use a calculator for any problems you choose; however, some of the problems may best be done without using a calculator.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

NOTE: Unless indicated otherwise, you should assume the following:

1. Diagrams are NOT necessarily drawn to scale.
2. Geometric figures are in a plane.
3. The word *line* indicates a straight line.
4. The word *average* indicates arithmetic mean (for example,  $\frac{1+7+3}{3}$  is the average of 1, 7, and 3).

It is best to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Mathematics		
START	5 minutes remaining	STOP

When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Mathematics Grade 8 and Early High School (Grades 9–10)

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take a mathematics test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks questions about mathematics.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- You may use scratch paper to do calculations, drawings, and other work. Scratch paper will not be scored.
- You are allowed to use a calculator for any problems you choose; however, some of the problems may best be done without using a calculator.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

NOTE: Unless indicated otherwise, you should assume the following:

1. Diagrams are NOT necessarily drawn to scale.
2. Geometric figures are in a plane.
3. The word *line* indicates a straight line.
4. The word *average* indicates arithmetic mean (for example,  $\frac{1+7+3}{3}$  is the average of 1, 7, and 3).

It is best to answer every question even if you are not sure your answer is correct.

Read the following Statement: By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Mathematics

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START

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5 minutes remaining

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STOP

When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Reading Grades 3–7

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take a reading test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks you to read and then answer questions about each of several reading passages.

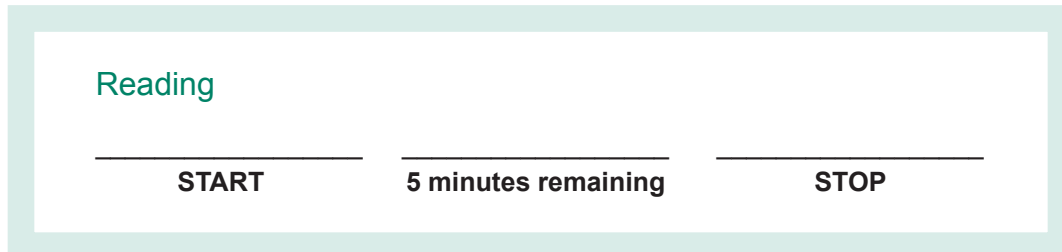
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.



When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Reading Grade 8 and Early High School (Grades 9–10)

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take a reading test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks you to read and then answer questions about each of several reading passages.

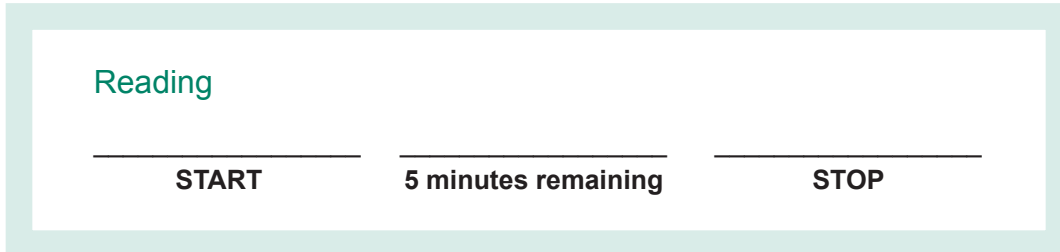
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

Read the following Statement: By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.



When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Science Grades 3–7

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take a science test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks you to read several passages about scientific topics. After reading a passage, use the information in the passage to answer each question.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Science

START      5 minutes remaining      STOP

When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Science Grade 8 and Early High School (Grades 9–10)

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take a science test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

This test asks you to read several passages about scientific topics. After reading a passage, use the information in the passage to answer each question.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

It is best to answer every question even if you are not sure your answer is correct.

Read the following Statement: By accessing the test, I promise to follow the testing rules and do my own work. I also promise that I will not share test questions or answers with anyone in any way, including by cell phone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Science

START      5 minutes remaining      STOP

When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

# Classroom Test Directions

## English Grades 3–7

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take an English test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

These questions are based on short passages and ask about how to write in English.

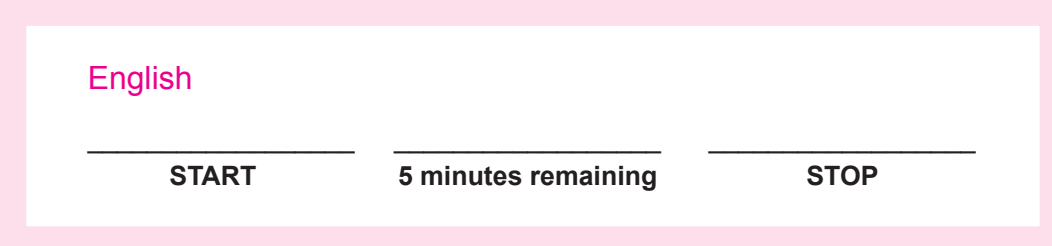
- Read each passage before you answer the questions.
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

You should try to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.



The diagram is enclosed in a light pink rectangular border. At the top left, the word "English" is written in pink. Below it, three horizontal lines are drawn, each with a label underneath. The first line is labeled "START", the second line is labeled "5 minutes remaining", and the third line is labeled "STOP".

English

START      5 minutes remaining      STOP

When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## English Grade 8

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take an English test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

These questions are based on short passages and ask about how to write in English.

- Read each passage before you answer the questions.
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- For some questions, you will be given alternatives for the highlighted text. Choose the best alternative. If you think the highlighted text is best, choose "NO CHANGE."
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

You should try to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

The diagram is enclosed in a light pink rectangular border. At the top left, the word "English" is written in pink. Below it, three horizontal lines are drawn, each with a label underneath. The first line is labeled "START", the second line is labeled "5 minutes remaining", and the third line is labeled "STOP".

When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Mathematics Grades 3–5

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take a mathematics test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

These questions ask about mathematics topics.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- You may use scratch paper to do calculations, drawings, and other work. Scratch paper will not be scored.
- You are allowed to use a calculator for any problems you choose; however, some of the problems may best be done without using a calculator.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

You should try to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Mathematics

START	5 minutes remaining	STOP
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When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Mathematics Grades 6–8

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take a mathematics test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

These questions ask about mathematics topics.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- You may use scratch paper to do calculations, drawings, and other work. Scratch paper will not be scored.
- You are allowed to use a calculator for any problems you choose; however, some of the problems may best be done without using a calculator.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

Note: Unless there is an indication otherwise, assume the following:

1. Diagrams are NOT necessarily drawn to scale.
2. Geometric figures are in a plane.
3. The word *line* indicates a straight line.
4. The word *average* indicates arithmetic mean (for example,  $\frac{1+7+3}{3}$  is the average of 1, 7, and 3).

You should try to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Mathematics		
START	5 minutes remaining	STOP

When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Reading Grades 3–8

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take a reading test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

Read and then answer questions about one or more reading passages.

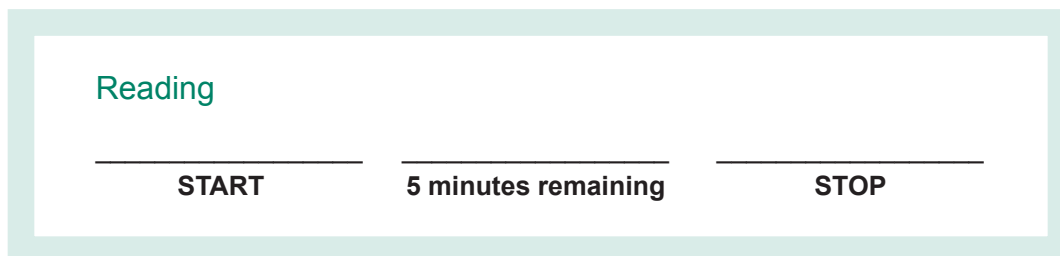
- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

You should try to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.



When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

## Science Grades 3–8

Before the test, read aloud all instructions enclosed in the shaded boxes; do not depart from this text. Where a series of dots appears, pause to let students follow the instructions.

**When all students have been admitted and seated and everyone has a pencil or pen, greet the students and say:**

You are about to take a science test. You should try your best and do your own work. It is also best to answer every question even if you are unsure of your answer. Please clear your desks of everything except your pencils or pens....

I'm going to hand out your authorization ticket which you may use as your scratch paper now. If you need additional scratch paper during testing, raise your hand and I will come to you. These materials must be returned before you are dismissed.

Hand each student his or her authorization ticket individually. Do not allow students to pass tickets back or across aisles. Keep an exact count of the number of tickets distributed.

**When everyone has the correct ticket, say:**

Please look at the authorization tickets that I (we) just passed out. The top of your ticket should say [name of the subject test]. Your name should be listed below the test name. Raise your hand if your name and [name of the subject test] are not listed on the ticket....

If you are administering an audio test to any students, have them test and adjust their volume on their computer and headphones before signing in. Refer to the Audio Check feature on their sign-in screen.

**When you have verified that all students have the correct ticket, say:**

Find the username and password printed on your authorization ticket and type them into the boxes on your screen. After you type this information into the boxes, click the **Sign In** button. Do not click on anything on this screen until I tell you to. Raise your hand if you need help signing in or if your name and [name of the subject test] are not listed on your screen....

Testing staff should circulate around the room to confirm that students have signed in to the correct test and help those students who are having difficulty signing in.

**After everyone has signed in to the correct test, say:**

We are almost ready to begin testing. The use of notes, dictionaries, or an alarm on a wristwatch or cell phone is not permitted. Scratch work should be done on the scratch paper I (we) handed out. Raise your hand if you have any questions about the test instructions....

**Answer any student questions about the general test instructions and then say:**

Please read the test directions on your screen silently as I read them aloud....

**Then say:**

These questions ask about scientific topics. Some questions may ask you to read a passage before answering the questions. After reading a passage, use the information in the passage to answer each question.

- Each question asks you to select your answer from several possible choices. Click the circle next to the answer you think is correct.
- If you decide to change your answer, click the circle next to your new answer.
- If you get stuck on a question, you may want to skip it and come back to it later if you have time left.

You should try to answer every question even if you are not sure your answer is correct.

Read the following Statement: I promise to follow the testing rules and do my own work. I also promise not to share test questions or answers with anyone. I understand that my teacher or any other adult can't provide test answers to me.

You may click on the **Start Test Now** button and then **Start Section** on the next screen and begin working....

Timing is a guideline for planning purposes only; a timer is not used for Interim or Classroom assessments. Nevertheless, it may be helpful to keep track of the estimated time for each test with a stopwatch or timer. As you begin the testing session, log the start time, the five-minutes-remaining time, and the stop time in the figure below.

Science

START      5 minutes remaining      STOP

When the allotted time for each session ends, each student must click the right arrow button past the last question and then click the **Submit Final Answers** button. If some students finish the test before others, ensure that they have completely logged out of the system. Per your local decision, they may sit quietly or they may read or study until all students have completed the test.

**Say:**

I (we) will now collect your authorization tickets and scratch paper.  
Please remain quietly in your seats until I dismiss you.

Collect the authorization tickets and scratch paper from each student. Do not allow the tickets or the scratch paper to be passed to the front, side, or back of the row. Do not dismiss the students before you have again accounted for the tickets and scratch paper.

If you are going to administer another test make sure that every computer has been navigated back to the student sign-in page. For the next test being administered, locate the verbal instructions for the appropriate subject and grade level.

# After Each Test Session

Take the following steps as the test session concludes:

1. Collect all scratch paper and authorization tickets from students before allowing them to leave the testing room.
2. Finish recording and submitting any testing irregularities that occurred during the testing session. (See the task about recording irregularities found in the ACT Aspire *Portal User Guide*.)
3. Close the test session according to the instructions in the ACT Aspire *Portal User Guide*.
4. Ensure that all computers used for testing are signed out of TestNav 8.
5. Return all authorization tickets and used scratch paper to the test coordinator, who will file or securely destroy this material.

